



DEPARTMENT FORMS CONTROL

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I. Policy

It is the policy of this department that all forms will be accounted for and new forms introduced only in response to an identified need. Further, all forms will have a proponent unit, be subject to periodic review, and, if possible, be directive related. The department will endeavor to reduce the number of authorized forms to only those necessary for efficient operations. The provisions of this directive apply only to forms created by the department or its internal units; forms supplied by other agencies are exempt. (CALEA 11.4.2)

II. Form Types

A. MCP Forms

MCP forms have department-wide use, are normally linked to a department directive, and have the potential for distribution outside of the department (e.g., reports used in court proceedings, etc.). These forms generally have some retention requirements. Reproduction may be through the Central Supply Section or local reproduction, if authorized. Modification of these forms is not authorized. Numbers will be prefaced with "MCP" (e.g., MCP 516) and assigned by the Policy Development **Section**.

B. Bureau Forms

Bureau forms are not used outside of the bureau that originated them and are referenced in the bureau's SOP. The originating bureau will assign each form a sequential number prefaced with the bureau designation (e.g., FSB 01). If a bureau form is found to have department-wide application, it will be

reviewed and considered for adoption as an MCP form.

Note: The year is no longer included in the form number.

C. Unit Forms

1. Unit forms may be adopted for use within an individual unit. Units initiating forms will maintain an annex in their SOPs that cross-references all such approved forms with the relevant SOP sections. A copy of this annex will be forwarded to the Policy Development **Section** semi-annually (January and July).
2. These forms may be placed in operation without Headquarters approval. However, a copy of the form(s) must be sent to the Policy Development **Section** with a cover memorandum explaining its use. If the use of the form exceeds the boundaries of the proponent unit, application for department wide adoption (MCP form status) should be considered.

D. Form Letters

Form letters are used to expedite communications. They are generally computer generated and do not contribute information to a database (either manual or electronic). Form letters are printed on letterhead paper and contain a signature block. The unit must assign a form letter number (e.g., FSB-FL-01) to the forms and receive approval from a unit executive officer prior to their use.

Requirements for and procedures related to their use will be fully documented within the unit SOPs.

III. Approval Procedures

- A. Prior to implementing a new form, the originating unit will review all existing forms to ensure none fit the unit's need. If no suitable form exists and a decision is made to seek approval for an MCP or bureau/unit designation, the originator will design a draft form and submit it on a computer disk to the

Director, Policy Development **Section**. The following information must be included:

1. Form title/name
2. Proponent unit
3. CALEA standard(s) addressed
4. Reason for the form
5. Directive/SOP that governs its use
6. An estimate of the number of forms required in the first printing

- B. The Director, Policy Development **Section**, will evaluate the need for the additional form. If appropriate justification exists, the Director will verify proper format of the new form, assign a form number (for MCP forms), and input the appropriate data into the department forms database. Copies will be provided to the Central Supply Section for printing and distribution.

IV. **Formats**

A. MCP Forms

All MCP forms will bear the following information:

1. A heading, centered on the top of the form, with the following:
 - a. "Department of Police"
 - b. "Montgomery County, Maryland"
 - c. Form name or title
2. The department patch in the upper left corner
3. In a box in the upper right hand corner:
 - a. Upper portion - the form number (e.g., MCP 95)
 - b. Lower portion - date of revision
4. In a box in the lower left corner:
 - a. "Function Code:"
 - b. "CALEA:"
 - c. "Proponent Unit:"

B. Bureau/Unit Forms

All bureau/unit forms will have the following information on them:

1. A heading, centered on the top of the form, with the following:
 - a. Bureau/Unit Designation
 - b. "Department of Police"
 - c. Form name or title
2. The department patch in the upper left corner
3. A box in the upper right hand corner containing:
 - a. Upper portion - the form number (e.g., FSB 01, SOD 01)

- b. Lower portion - date of revision
4. In a box in the lower left corner:
 - a. "Unit SOP Reference:"
 - b. "CALEA:"

C. Form Letters

Form letters will have the following data in a box in the lower left corner:

1. "Unit Designation:" (e.g., FSB-FL-01)
2. "Effective/Revision Date:" (e.g., 8/15/93 or Rev 8/15/93)
3. "SOP Reference:" (e.g., FSB SOP Annex 2.5)

V. **Annual Review**

During the annual review of written directives, the originating unit commanders will review the requirements for continued usage of associated forms. Unit commanders of proponent units will institute review procedures at their level to ensure that only necessary forms are continued in use.

VI. **Proponent Unit: Policy Development *Section***

VII. **Cancellation**

This directive cancels Function Code 121, effective date 12-23-99.



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